



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-15, New Reporting Center Report, Canceled Payments Requiring Agency Action (DOTS) Report

Date: September 15, 2006

To: Holders of the Payroll/Personnel Manual

Title I, Bulletin 06-11, Canceled Payment Processing, dated July 27, 2006, was issued to give users information on canceled payments. As stated in the bulletin, the Reporting Center has added a new report which contains information on canceled payments requiring agency action.

Canceled Payments Requiring Agency Action (DOTS) report is available under the Workforce Reports menu. Reporting Center users who currently have access to the Workforce Reports menu will automatically be given access to this report. If you need access to the Reporting Center or the Workforce Reports menu, your Agency National Finance Center (NFC) Security Officer must submit a request to the Information Systems Security Office (ISSO) via fax at **504-426-8300** or via email at nfc.securityofc@usda.gov. For additional information on requesting access to the Reporting Center, see Title I, Chapter 29, Reporting Center.

A copy of this report (**Figure 1**) before the report is run, and a copy of the report (**Figure 2**) after it has been run, are included in the attachment to this bulletin.

The Reporting System procedure, which is available online at the NFC Web site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List By Title/Chapter** and search for the Reporting System procedure on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about the Reporting Center to the Payroll/Personnel Call Center at **504-255-5230**.

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Attachment

Canceled Payments Requiring Agency Action (DOTS) Report

Organizational Structure
Personnel Office Identifier
Year and Pay Period

Figure 1. Canceled Payments Requiring Agency Action (DOTS) report

Run Date: 9/21/2006

Canceled Payments Requiring Agency Action
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Office of The Chief Fin Ofc.
Agency = 99
POI = 5017
For 2006 PP 18

Agency	POI	SSN	NAME	Pay Period	Net Amount	Accounting Code
90	5017			17	\$32.31	06NWE1W010
90	5017			17	\$73.00	06NWE1W010

Total records for POI 5017 = 2

Figure 2. Canceled Payments Requiring Agency Action (DOTS) report (with criteria)